



## NOTICE OF VACANCY

Human Resources  
602 Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, ext. 1194

December 19, 2025

### CERTIFICATED MANAGEMENT NOTICE OF VACANCY DIRECTOR OF STUDENT SERVICES 2026-2027 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2026-2027 school year.

**POSITION(S):** [Director of Student Services](#)

**REQUIREMENTS:**

- Valid California teaching, special education, or pupil personnel credential
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted)
- Valid California School Administration credential or certificate of eligibility authorizing service as a school administrator
- A minimum of (5) years of successful teaching or pupil personnel experience in a TK-12 setting
- Successful experience in interacting with and working with peers, managing student discipline, attendance and crisis response
- Knowledge of Federal and State laws and district policies regarding student attendance and welfare
- Knowledge of California Education Code, Title 5, IDEA, Section 504, and recent legislation regarding student discipline and mental health
- Proficiency with Aeries and CALPADS reporting requirements, and Google Suite
- Valid California Driver's License
- For additional requirements please see the attached job description

**WORK DAYS:** 224 days, 1.0 FTE

**SALARY:** Annual entry level salary placement from \$139,124 to \$162,026 for a full time position;  
Salary prorated based on experience, start date, and FTE.

**HEALTH BENEFITS:** [Certificated Management Plan Rates and Summaries for 2025-2026](#)  
*Benefit rates and summaries for 2026-2027 will be available May 2026 (tentative)*

**PROCEDURE FOR APPLICATIONS:**

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.  
<https://www.applitrack.com/LMUSD/onlineapp/>

**APPLICATION DEADLINE:** Applications and materials are due on or before Monday, January 21, 2026 by 4:00pm.

*The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.*

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The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, veteran status, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org) or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, [linda.pierce@lmusd.org](mailto:linda.pierce@lmusd.org)

**LUCIA MAR UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED MANAGEMENT**  
**JOB DESCRIPTION**

REVISED DATE: December 16, 2025  
TITLE: **DIRECTOR OF STUDENT SERVICES**  
SALARY RANGE: Range 28, Certificated Management Salary Schedule  
WORK YEAR: 224 Days  
EXEMPTION STATUS: Exempt - Administrative Employee Exemption – FLSA

**DESCRIPTION:**

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Director of Student Services plans, organizes, controls and directs the operations, activities and services related to all student welfare and attendance programs and Section 504 of the Rehabilitation Act, including related curriculum, instruction and professional development functions; oversees Coordinator for Student Safety and Support, other administrators associated with extended learning opportunities, foster youth, and families in transition, and Teachers on Special Assignment in the areas of general education behavior, social emotional learning, and attendance recovery; plans and directs all aspects of health and counseling services, inclusive of management of threat assessments, crisis response, and suicide risk assessment; oversight of programs such as Medi-Cal Administrative Activities (“MAA”), Children and Youth Behavioral Health Initiative (“CYBHI”), and home hospital; serves as Custodian of Student Records and Attendance; coordinates and directs personnel, resources, communications and information to meet District needs and enhance student learning and achievement and educational effectiveness; supervise and evaluate the performance of assigned personnel. This leader fosters a district and school climate that prioritizes equity, restorative practices, and the social-emotional well-being of every student.

**MINIMUM QUALIFICATIONS:**

- Credential: Valid California teaching, special education, or pupil personnel services credential  
CLAD/BCLAD/EL Authorization (Emergency permits are not accepted)  
Valid California School Administration credential, or certificate of eligibility authorizing service as a school administrator
- Education: A Bachelor's Degree
- Experience: A minimum of five (5) years of successful teaching or pupil personnel experience in a TK-12 setting.  
Successful experience in interacting with and working with peers, managing student discipline, attendance and crisis response.  
Knowledge of Federal and State laws and district policies regarding student attendance and welfare.  
Knowledge of California Education Code, Title 5, IDEA, Section 504, and recent legislation regarding student discipline and mental health  
Proficiency with Aeries and CALPADS reporting requirements, and Google Suite.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.  
Ability to provide direction to others and make independent judgments.
- Additional: Valid California Driver's License

**PREFERRED QUALIFICATIONS:**

- Education: Master's Degree from an accredited college or university in Education, Counseling, Psychology, Social Work or related field.
- Experience: Three (3) or more years experience as a school administrator.  
Bilingual, Spanish preferred

**DUTIES AND RESPONSIBILITIES:**

**A. INSTRUCTIONAL:**

1. Develop, support, and evaluate the instructional programs under the auspice of the Student Services department.
2. Confer with district and school staff to develop district professional development related to Student Services.
3. Work collaboratively with district office and school site staff to produce successful educational experiences for all District students.

**B. STUDENT MANAGEMENT:**

1. Work collaboratively with school site administration and staff to produce and monitor student 504 Plans, as needed.
2. Serve as the District's custodian of student records.

**C. PROFESSIONAL:**

1. Oversees the Student Services department, related programs, board policies and administrative regulations and procedures to principals, staff and community.
2. Plan, organize, coordinate and direct the operations, activities and services of the Student Services department and related programs and services; recommend procedures for implementation and/or improvements at district and school-based level.
3. Develop and prepare the annual budget for programs under the auspice of the Student Services department; compile, analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; review, analyze and approve purchase requisitions, claims, budget requests, Memorandums of Understanding and contracts as appropriate.
4. Oversee and provide support to District Nurse in the coordination and implementation of mandated School Health Screenings including but not limited to vision, hearing, immunization compliance, health record keeping, administration of first aid, universal precautions medication administration, communicable disease reporting and exposure notices, and student health care plans.
5. Provide oversight of and direction to District nursing staff and health services.
6. Provide oversight of and direction to District and contracted counselors to implement the comprehensive guidance plan.
7. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, terminations and disciplinary actions; coordinate staff and consultant work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
8. Oversees the Section 504 program, and communicates related board policies and administrative regulations and procedures to principals, staff and community.
9. Writes and/or directs state or federal special projects related to Student Services programs and/or services.
10. Coordinate and monitor all aspects of the District's participation in the MAA Program, the LEA Medi-Cal Program, and CYBHI.
11. Coordinate, conduct, and attend a variety of meetings and committees; prepare and deliver oral presentations concerning Student Services programs, services, operations and activities; represent the District at local and regional meetings, events, boards, commissions, councils and conferences, as needed.
12. Establish and maintain partnerships with outside agencies to enhance support for student and support services to all students; serve as a liaison between the Student Services department, schools and other educational organizations.
13. Provide technical information and assistance to the Superintendent regarding programs, services, needs and issues; assist in the formulation and development of policies, procedures and programs; provide direction to other agencies in the planning, development and implementation of Student Services related programs including staff and parent training as directed.
14. Direct and participate in the preparation and maintenance of a variety of reports, records and files related to Student Services programs, services, plans, students, enrollment, attendance, accountability, calendars, financial activity, budgets, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate governmental agency according to established time lines.
15. Maintain current knowledge of educational trends, innovations and practices, and local, state and federal programs, laws, codes, regulations and pending legislation related to Student Services; direct the modification of programs, functions, policies and procedures to meet local, state and federal requirements as appropriate; review, evaluate and implement new programs and educational practices as appropriate.
16. Serve as a liaison to parents, school and community in Student Services matters.
17. Other related duties as assigned by the Superintendent.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **A. PHYSICAL:** Employee in this position must have the ability to:

1. walk, stand and/or sit for extended periods of time;
2. see and read printed matter with or without vision aids;
3. hear and understand speech at normal levels;
4. speak English so that others may understand at normal levels;
5. stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 30 pounds to waist height;
6. move throughout the building and school grounds as necessary.

##### **B. MENTAL:** Employee in this position must have the ability to:

1. concentrate on a single task for up to three (3) hours at a time;

2. learn quickly and adapt to a variety of technology, machinery, instructions, and task methods;
3. meet deadlines in terms of work assignment schedules and maintain accurate records;
4. speak and write in a clear, concise manner.

C. **SOCIAL:** Employee in this position must have the ability to:

1. interact daily in person with other members of the school district, community agencies, school staff, parents, and students,; and possess comfortable interpersonal skills and cooperative attitudes;
2. convey an understanding, patient attitude toward students, parents, other staff and members of the community;
3. maintain the privacy of confidential information, including employee information, student information, etc.;
4. have consistent attendance because of the time-urgent nature of duties and because the work completed by the person in position is interdependent with that of other staff;

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

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**Mandatory Child Abuse Reporter:** This position is designated as a Mandated Reporter. The position shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

**CANDIDATE SELECTION:** The Candidate selected for this position will be required to present prior to the first date of employment: 1) a social security card; 2) proof of tuberculin risk assessment prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

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AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

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***AN EQUAL OPPORTUNITY EMPLOYER***